COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD l0-2, Readiness. This instruction is directive and applies to LAFB units and tenant organizations. It amplifies procedures prescribed and assigns responsibilities for command and control of LAFB resources during contingency operations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm.**

SUMMARY OF CHANGES

This interim change concerns updates/additions to the LAUGHLINAFBI 10-202. These changes are a result of deficiencies identified during a recent exercise.

Section A—Purpose

1. Purpose. This instruction establishes the composition of the 47 FTW Crisis Action Team (CAT) and processes for contingency operations management. In addition, this instruction outlines the various wing recall options.

Section B—47 FTW Crisis Action Team

2. CAT Composition. The CAT is convened at the discretion of the Wing Commander in response to crisis or contingency operations. CAT Senior Staff members include the Wing Commander as chair, the Vice Commander, all Group Commanders, and the Command Chief. Additional CAT personnel are summoned in accordance with the nature of the crisis. The XP Director is the executive agent and is responsible for procedural training and support. The composition of the CAT will vary depending on the nature of the situation.

3. CAT Responsibilities. It is the responsibility of each CAT member to ensure an alternate is available when the primary member is on temporary duty (TDY) or away from home station (TDY, leave, etc.). CAT members must possess at least a Secret security clearance and will be familiar with all actions associated with varying stages of increased readiness or emergency conditions. During an extended crisis situation, the CAT Director will determine minimum CAT representation and establish work shifts to sustain operations.

4. Contingency Response Process. The 47 FTW CAT is tasked to coordinate all necessary actions during contingency operations. The Wing Commander (47 FTW/CC) or a designated representative will coordinate actions with the AETC Commander (AETC/CC) and senior staff.

4.1. The XP Director is the OPR for training and coordination of the CAT operations, and serves as the primary CAT Director. At least two alternate directors will also be appointed and trained.

4.2. Recall of the CAT and other necessary personnel will be at the direction of the Wing Commander.

4.3. Command Post will maintain a 24-hour capability to recall the CAT and wing personnel.

4.4. When a full response is determined to be inappropriate, the Wing Commander may use a tailored CAT, consisting of only those functional areas appropriate to the current situation (nonessential members are released), or watch team (WT) to respond to a given situation.

4.5. The CAT Director will conduct briefings as required. Items that may be briefed include:

4.5.1. Situation. Summary of events leading to the current situation.

4.5.2. Intelligence. Pertinent intelligence information that may affect the situation.

4.5.3. Weather. Current or forecast weather that may affect LAFB operations.

4.5.4. Required Action. Summary of contingency plans providing options and requirements for response. This includes pertinent contingency checklists used to initiate base response actions.

4.5.5. Current Status. Completed or pending actions, delays and causes, and estimated completion times.

4.5.6. Security Precautions. Physical, information assurance, communications security (COMSEC), and operations security (OPSEC) pertaining to the situation.

4.5.7. Media Status. If media interest is involved.

5. 47 FTW CAT Composition:

5.1. There are two levels of CAT activation, which are:

5.1.1. Commander's Senior Staff (SS). This level of activation includes the Wing Commander, Vice Wing Commander, Command Chief, Group Commanders/Directors, and the CAT Director.

5.1.2. Full CAT. This level of activation assembles all those from the Senior Staff as well as commanders of the units/agencies identified in paragraph 5.2.

5.2. CAT Membership. The following organizations are members of the 47 FTW CAT:

5.2.1. Wing Commander (CC)

5.2.2. Vice Wing Commander (CV)

5.2.3. Command Chief (CCC)

5.2.4. CAT Director/Manager/Admin

5.2.5. Director of Staff (DS)

5.2.6. Command Post (CP)

5.2.7. Staff Judge Advocate (JA)

5.2.8. Public Affairs (PA)

5.2.9. Safety (SE)

5.2.10. Comptroller (CPTS)

5.2.11. Chaplain (HO)

5.2.12. AFOSI Detachment 410 (OSI)

5.2.13. Anti-terrorism Officer (ATO)

5.2.14. Mission Support Group (MSG)

5.2.15. Force Support Squadron (FSS)

5.2.16. Civil Engineer Squadron (CES)

5.2.17. Communications Squadron (CS)

5.2.18. Logistics Readiness Division (LRD)

5.2.19. Contracting Flight (CONF)

5.2.20. Security Forces Squadron (SFS)

5.2.21. Operations Group (OG)

5.2.22. Operations Support Squadron (OSS)

5.2.23. Medical Group (MDG)

5.2.24. Maintenance Directorate (MX)

5.3. CAT members must possess, as a minimum, a Secret security clearance and must complete training within 60 days of appointment.

6. CAT Training. Each member organization will ensure its personnel are trained and qualified for assigned duties.

6.1. Member organizations are responsible for providing organization-specific training, to include: policies, procedures, reports, and key points of contact for each functional area within the organization. This may include the preparation of continuity binders to be used by members when the CAT is activated.

6.2. The CAT Director, normally the XP Director, will ensure CAT members are trained on procedural operations to include organization, member responsibilities. The CAT Manager, normally the Plans Chief, will ensure all CAT Admin are properly trained. 47 CES/CEX will train CAT members/Admin, upon request, on the use of WebEOC. CAT members/Admin must accomplish the appropriate AF Emergency Response Operations (AERO) Command and Control course located on the Advanced Distributed Learning System (ADLS).

6.3. Each CAT member will:

6.3.1. Notify the XP Director of changes in primary or alternate members within 5 workdays of the change.

6.3.2. Coordinate initial CAT procedural training with the XP Director.

7. CAT Activation and Termination:

7.1. Activation and recall of the 47 FTW CAT will be at the discretion of the Wing Commander. The Wing Commander will determine whether full CAT or Senior Staff only will be activated. The Command Post will be directed to recall designated members.

7.2. The Command Post will develop and maintain a CAT Recall checklist, and initiate recall actions as directed. The Command Post will notify the primary (or one alternate if the primary cannot be reached) member from each organization.

7.3. Upon notification, members will report to the CAT Center (room 129d) on the first floor of building 344 (Wing Headquarters), unless directed to report to the Alternate CAT location (Bldg. 820). Members will use pre-positioned binders prepared by the CAT Director containing procedures, checklists, and other documents. Other administrative supplies will be provided by the OC Support Staff.

7.3.1. CAT members and support personnel will report within 1 hour of notification, unless notified otherwise.

7.3.2. The CAT Director will provide an initial situation briefing to all recalled members before releasing those determined to be nonessential (based on the current situation). Released members will remain available as directed (telephone standby, on base, etc.) until the CAT is deactivated.

7.4. The CAT Director is responsible for deactivating the CAT. The Director will end operations when the emergency or contingency situation is terminated or remaining actions can be accomplished through normal staff action.

8. Long-Term CAT Operations. Normally, the CAT will be activated to support specific short-term events, such as a local/regional disaster response affecting Laughlin AFB and the local community or its operations. However, during periods of national emergency, or when required to support long-term contingency operations, the CAT may be required to remain active

for an extended period of time. If the decision is made to transition to long-term operations, the following will be accomplished:

8.1. Groups will schedule their members, to include members on-call, to ensure 24-hour coverage for as long as the CAT is activated.

8.2. If not already activated, when directed, Commanders will activate their respective Group Control Centers (GCC) and/or Unit Control Centers (UCC) and will deactivate them when directed by the CAT or EOC.

9. Recall of 47 FTW CAT

9.1. A CAT recall will be at the discretion of the 47 FTW/CC.

9.2. The Command Post will notify all members via Network Alerting System and the Command Net during a recall.

9.3. This recall process will include procedures for a communication system failure (Comm-out) situation, which could involve tasking runners or Security Forces personnel to notify CAT members.

10. Alternate CAT Location. The alternate CAT is located in building 820, Readiness and Emergency Management Flight.

11. 47 FTW CAT Responsibilities:

11.1. Wing Commander:

11.1.1. Direct implementation of national defense condition (DEFCON), force protection condition (FPCON), or information operation condition (INFOCON) actions as appropriate.

11.1.2. Make key decisions on wing response actions to local or MAJCOM directed actions.

11.1.3. Oversee the actions taken by the 47 FTW Emergency Operations Center.

11.1.4. Maintain a working knowledge of LAFB plans, policies, and procedures applicable to the wing's wartime mission and contingency operations.

11.1.5. Keep AETC/CC informed on the status of contingency operations and major taskings.

11.1.6. Release local directives and outgoing messages to higher headquarters.

11.1.7. Direct special briefings as required.

11.2. CAT Director:

11.2.1. Maintain a working knowledge of AETC plans, policies, and procedures applicable to the wing's wartime mission and contingency operations.

11.2.2. Brief the CAT operating procedures.

11.2.3. Monitor status of DEFCON, FPCON, and INFOCON actions.

11.2.4. Review incoming and outgoing messages to ensure continuity of operations.

11.2.5. Ensure proper coordination between members on required actions.

11.2.6. Assist the Wing Commander in managing activities.

11.2.7. Direct administrative actions for the CAT.

11.2.8. Release outgoing messages once approved by the Commander.

11.2.9. Prepare daily situation reports (SITREPs) when required.

11.2.10. Assist the Commander in selecting OPRs and OCRs for all taskings.

11.2.11. Provide guidance and advice to the CAT on readiness issues.

11.2.12. Conduct CAT briefings as required.

11.3. CAT Manager:

11.3.1. Assist the CAT Director with operation of the CAT as needed.

11.3.2. Ensure security of the CAT by controlling entry/exit of personnel.

11.3.3. Maintain OPSEC through controlled entry of electronic devices and management of telephone operations.

11.3.4. Assist with accountability in the event of CAT relocation to alternate site.

11.3.5. Act as CAT representative to the EOC if situation dictates.

11.4. CAT Admin:

11.4.1. Ensure CAT computers are operational and ready for CAT activation.

11.4.2. Set up displays prior to initial activation.

11.4.3. Manage all electronic displays during CAT operation and populate displays as needed.

11.4.4. Maintain a chronological log (using Zulu time) of key events and lessons learned for critique and future reference. Ensure that 47 FTW/HO has access to all documentation to fully cover contingency operations in the wing history.

11.4.5. Troubleshoot connectivity issues as they arise and coordinate for resolution.

Section C—Readiness Programs

12. Management.

12.1. Inspector General, Exercise Branch (IGE):

12.1.1. Supports the wing self-assessment program.

12.1.2. Serves as the commander's executive agent for higher headquarters directed and exercise plan identified after-action reports.

12.1.3. Develops and conducts wing exercise program to ensure readiness for all contingencies and compliance with MAJCOM exercise requirements.

12.2. Chief of Plans (XP):

12.2.1. Serves as the focal point for shortfalls and limiting factors (LIMFAC) identified in wing plans.

12.2.2. Supervises development of annexes and appendices to wing support plans to include the wing war and mobilization plans (WMP).

12.2.3. Develops and implements a wing staff assistance visit program for unit plans representatives.

Section D—Wing Recall

13. Wing Recall Procedures and Personnel Accountability.

13.1. Unit Recall System. All wing or tenant units will develop a pyramid recall system to facilitate contact with all assigned military, civilian employees and contractors who may be subject to recall. This includes development of means to contact personnel in a communication-out (Comm-out) situation.

13.2. Recall Rosters. All wing and tenant units will provide their respective recall rosters to the Wing Command Post for consolidation in the event a base-wide recall is directed by the Wing Commander. In order to insure maximum accuracy, unit recall rosters will be updated and submitted to the Command Post upon any personnel change or on a quarterly basis by the 1st of the month indicated (JAN, APR, JUL, OCT). The Command Post will initiate the recall utilizing standardized recall options as outlined below. Unit Commanders are responsible for compiling the results of their respective unit recall and reporting attainment and personnel accountability at directed intervals.

13.3. Personnel accountability. This is the process for determining the physical location and status of all personnel under direct control of local military authority. This may include the status of family members and others who are eligible for direct/indirect military support and are affected by events related to completion of local military mission requirements.

13.3.1. Personnel Categories. There are six categories of personnel covered under an accountability recall. These include Military, DoD Civilian, NAF Civilian, DoD Contractor, Active Duty Military family members, and all other family members/personnel eligible for direct/indirect support by military authorities as determined by local military authority or higher headquarters.

13.3.2. Reasons for Personnel Accountability. A Personnel Accountability recall may be initiated for a number of reasons, to include determination of personnel available for duty (Military, Civilian, or Contractor), or determination of personnel eligible for direct/indirect support by local military authority and government contract management whose welfare contributes to the local mission. The recall may also be a result of a natural or man-made disaster somewhere in the world requiring the Air Force to determine accountability of all employees and dependents who could potentially be in the disaster area.

13.3.3. Types of Personnel Accountability Recalls. There are two types of personnel accountability recalls that can be initiated.

13.3.3.1. Wing Initiated Recall. These will be initiated by the Wing Commander and will be conducted by telephone or other means to account for all personnel and dependents assigned or attached to Laughlin AFB units. Results will be compiled in accordance with the recall option chosen.

13.3.3.2. HHQ Initiated Recall. This recall will be initiated by HHQ and involves every member logging on to the AFPAAS website (**https://afpaas.af.mil**) and accounting for themselves and their dependents. Results will be compiled by the AF Personnel Readiness Cell. Specific instructions should be included on all unit recall rosters under OPTION 6 Recall.

13.4. Wing Recall Options

13.4.1. OPTION 1: Commander's Senior Staff (SS): "This is an Option 1 Senior Staff recall only. Senior Staff members (CC, CV, OG/CC, MSG/CC, MDG/CC, MX DIR, CCC, XP) report to Bldg. 344, Room 129D." Additional personnel will be recalled as the situation dictates.

13.4.2. OPTION 2: Crisis Action Team (CAT): "This is an Option 2 CAT recall. CAT members (SS, LRD, FSS, CES, CS, SFS, OSI, ATO, JA, SE, PA, CP, CPTS, WX, CONS, OSS, EOC DIR) report to Bldg. 344, Room 129D. Stand up GCCs and UCCs." Additional personnel will be recalled as the situation dictates.

13.4.3. OPTION 3: Emergency Operations Center (EOC): "This is an Option 3 EOC recall. EOC members report to Bldg. 344, Rooms 129B. Stand up GCCs and UCCs." Units need only recall those personnel necessary to support this effort.   ***Approval authority for this option is Incident Commander or MSG/CC or above.

13.4.4. OPTION 4: Essential Military and Civilians Only: "This is an Option 4 recall. All essential military and government/ contractor civilians report to your duty station immediately. Stand up GCCs." Group/Squadron Commanders, Directors and Agency Chiefs will determine who the essential military and civilians are within their respective organizations and recall as the circumstances dictate. Otherwise, complete your recall procedure responsibilities and remain at home on telephone standby.   Each GCC will report recall status to the PRF (ext. 5809/4517) at Recall Initiation Time (RIT) +1 hour, RIT +2 hours, RIT +3 hours, and every 6 hours until 100% has been obtained.

13.4.5. OPTION 4A: Base-Wide: "This is an Option 4A base-wide recall. All military, government civilian and contractor personnel report to your duty station immediately. Stand up GCCs." Each GCC will report recall status to the PRF (ext. 5809/4517) at Recall Initiation Time (RIT) +1 hour, RIT +2 hours, RIT +3 hours until 100% has been obtained.

13.4.6. OPTION 5: Base-Wide Accountability: "This is an Option 5 base-wide accountability recall. Complete your recall procedure responsibilities, but DO NOT report to your duty station." Units will make telephone notifications to all assigned personnel, but will NOT recall them. Units will report results of the accountability recall to the appropriate Group Representative. Group Representatives will forward group results to the Command Post (ext. 5167) at Recall Initiation Time (RIT) +1 hour, RIT +2 hours, RIT +3 hours until 100% has been obtained. If Higher Headquarters initiates accountability action via the Air Force Personnel Accountability and Assessment System (AFPAAS) for a specific Geographic Area of Interest (GAOI), which is not in the local area, individuals and their dependents determined to be in the GAOI must be added to the AFPAAS. Accountability will be complete only after all individuals and dependent's whereabouts are confirmed. Squadron Representatives will contact unit members and

(or) family members to account for them and will update AFPAAS for the individuals accordingly. Once completed units will report results of AFPAAS to the appropriate Group Representative.   Group Representatives will forward group results to the Command Post. In the event that Laughlin AFB is within the GAOI, members will log on to the AFPAAS system (**https://afpaas.af.mil**) and report their status (and that of their family members, if applicable) through the Airman/Civilian logon. If you do not have internet access, call your commander or supervisor or the Air Force Personnel Readiness Cell at 1-800-435-9941 or (210) 565-2020 or DSN 665-2020.

13.4.7. **DELETED.**

THOMAS E. MURPHY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-2, 30 Oct 06, Readiness

AETCI 10-202, 29 Oct 03, Contingency Operations and Preparation

AFI 33-332, 10 Nov 05, Privacy Act Program

AFMAN 33-363, 1 Mar 08, Management of Records

Adopted Forms

AF847, Recommendation Changes to Publication

Abbreviations and Acronyms

CAT—crisis action team

COMSEC—communications security

CP—command post

DEFCON—defense condition

EOC—Emergency Operations Center

FPCON—force protection condition

IC—Incident Commander

INFOCON—information operation condition

OPSEC—operations security

RIT—Recall Initiation Time

SITREP—situation report

XP—plans and programs

Terms

CAT Director—Wing commander-designated OPR for wing operations. Duties include coordinating activities, directing situation briefings, monitoring required activities and reports, and advising the commander on operations and procedures.

CAT Manager— Manages administrative actions in the CAT as well as coordinates support with other agencies. Oversees CAT admin staff.

Communications Security—Protection resulting from all measures designed to deny unauthorized persons information of value that might be derived from the possession and study of telecommunications, or to mislead unauthorized persons in their interpretations of the results of such a study.

Information Security—Protection of information and information systems against unauthorized access or modification of information, whether in storage, processing, or transit, and against denial of service to authorized users.

Operations Security—Process of denying adversaries information about friendly capabilities and intentions by identifying, controlling, and protecting indicators associated with planning and conducting military operations and other activities.

ATTACHMENT 2

COMMANDER'S SENIOR STAFF APPOINTMENT LETTER FORMAT

1 September 2009

MEMORANDUM FOR: 47 FTW/CP

47CES/CEX

FROM: YOUR UNIT

SUBJECT: Installation Control Center (ICC) Authorized Personnel

1. As representatives of this unit, the following individuals are authorized entry to the Installation Control Center (bldg. 344, suite 129) for official duties.

*CAT member   **CAT/EOC members   All others are EOC members only

	NAME/GRADE	OFF /SYM	DP	SSN#	CLEARANCE
	ACKERMAN, John GS-12	47 FTW/AB	5566	99-6666	Secret
**	ALDERETE, Daniel Lt Col	47 OSS/DO	5566	99-6666	Top Secret
*	ALLEN, Fred S. SSgt	47 MSG/CSS	5566	99-6666	Secret

2. The security clearances of the above listed are verified and are current as of 30 August 2009.

3. This letter supersedes all previous letters of the same subject.

JOE SNUFFY, TSgt. USAF
Unit Security Manager

CLARK KENT, Col, USAF
Commander